

Certified IT Asset Disposal (CITAD)

Course Overview

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This is a 2-day class

This course prepares individuals to manage the IT asset disposal process within an organization. Best practices in IT Asset Disposition (“ITAD”) are broken down from policy management, data security to chain of custody transitioning.

Who Should Attend

Asset Managers, ITIL trained IT Professionals, Project Managers/PMP's.

Course Outline

1 IT Asset Disposition

- IT Asset Disposition Best Practices
- Introduction and Program Management
- Disposition Overview
- Governance of Electronic Disposal
- Foundations for Disposal Management
- The Process Begins – Removal, Storage, Transport and Security

2 Disposal Processes

- Disposal Processes – Software and Hardware Related
- Building the Business Case
- Using Automation – Bar Coding, RFID and ITAM Tools
- Working with Vendors
- Financial Management/Executive Reporting
- Questions and Review Before Test